



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

4 OCTOBER 2021

DIVISION MEMORANDUM  
 No. 447 s. 2021

**CREATION OF TECHNICAL WORKING GROUP FOR  
 THE POSITION OF ADMINISTRATIVE OFFICER II**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Heads, Public Elementary and Secondary Schools  
 Heads, Unit/Section  
 All Others Concerned

1. Relative to the issued DepEd orders and memoranda, regional resolution and Civil Service rules and regulations governing the selection, promotion of teaching and related teaching, non-teaching personnel and other positions, this office hereby create Technical Working Group of Division Personnel Selection Board to assist in the initial evaluation of the submitted documents of applicants for Administrative Officer II.


2. The sets of Technical Working Group are the following:

<b>Georgia P. Talabong</b>	-	Education Program Supervisor
<b>Jerome A. Chavez</b>	-	Education Program Supervisor
<b>Christian J. Bables</b>	-	Education Program Supervisor
<b>Sherwin C. Quesea</b>	-	Education Program Supervisor
<b>Maria Corazon A. Borbon</b>	-	Senior Education Program Specialist

3. Duties and Functions:

- a. Assist the conduct of initial evaluation of the submitted documents of applicants.
- b. Assist the HRMPSB Members to facilitate the recruitment and selection process.
- c. Assist the HRMPSB in the preparation of complete assessment.

4. For information and guidance of all concerned.

  
**GERLIE M. ILAGAN, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent



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